

Northbourne Park School

Staff Recruitment Policy

At Northbourne Park School staffing appointments are made using the following procedure:-

- All main appointments will be advertised either nationally or in the local media and/or job centre.
- The job advertisements will always contain the following statement regarding the commitment of the school towards the safeguarding of pupils and the safer recruitment of all new staff.

'Northbourne Park School is committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake an enhanced CRB check'.

- All Job Specifications will contain the following statement:

'Northbourne Park School is committed to safeguarding and promoting the welfare of children. Applicants will be required to undertake an enhanced CRB check. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children'.

- Existing staff will be encouraged to consider their own professional and career development within the staffing structure of the school.
- Candidates who approach the school for information will be sent a school prospectus, application form and job description by post or via email. They will also receive a copy of the Northbourne Park Application and Recruitment Process Explanatory Notes.
- Candidates selected for interview will meet the listed criteria.
- References will be taken up from one professional and one personal source and will always include the last employer. References will be followed up by telephone calls where this is considered desirable. For teaching staff, contact will be made with the school at which the applicant last worked if he/she is not currently working in a school (in order to confirm employment details and reasons for leaving).
- The successful candidate will be contacted initially by telephone and the job offer confirmed in writing, pending clearance by the Criminal Records Bureau. A medical declaration will be required and identification checks will also be made (usually a passport or driving licence giving photographic identification). Qualification certificates will be checked from original documents and a photocopy kept for the file.
- All Northbourne Park staff will undergo employment checks under category 'A'.
- The candidate, upon acceptance of the job offer, will receive a Contract of Employment.
- A mentor for the new member of staff shall be named and a familiarisation day arranged.
- The mentor is the overall co-ordinator of the induction process, which will follow the lines of the Staff Induction Programme (see attached).

- The mentor will arrange for the new member of staff to meet with all appropriate staff including the Bursar, School Administrator, Health & Safety Officer etc.
- All staff are encouraged to develop their expertise and professional development through courses, meetings and variety of work.
- All staff will have an appraisal with the Headmaster or some person delegated by him. This appraisal will identify training and development areas to be undertaken.
- The School is committed to safeguarding and promoting the welfare of children and will follow the procedures for 'Safer Recruitment' as outlined in the Every Child Matters agenda and the Children Act 2004.
- At least one member of the recruitment team will have undergone Safer Recruitment training and certification.

Appointment Procedure

Staff will be recruited following the Northbourne Park Recruitment Policy.

The appointment procedure will include checking of the following:-

1. Evidence of identity, including name, address and date of birth. This will form part of the CRB checking procedure.
2. Curriculum vitae (preferably in format of application form) with particular reference to any gaps in employment and a record that the reasons for any gaps are satisfactory.
3. The number and date of the candidate's previous CRB or List 99 check will be recorded in the central register of appointments if it is likely that the Northbourne CRB check will not be available before the start date of the employee. In this instance a List 99 check will be applied for at the time of the CRB application. CRB disclosures for boarding staff are not 'portable'.
4. Two references (following a letter requesting referees to give any reason why the applicant should not be employed for work with children) will be required. If a reference is taken over the telephone, detailed notes will be taken, dated and signed.
5. Evidence of qualifications (if relevant) will be checked from original documents and a copy placed in the staff file.
6. A medical declaration will be signed.
7. Evidence of permission to work (for any member of staff who is not a national of a European Economic Area (EEA) country).
8. Evidence of checks provided by another country for an applicant who has worked abroad (if applicable).
9. Evidence from the agency supplying the member of staff (if applicable);
10. The interview process will include a written record of outcome.

Non EEA Applicants

Every effort will be made to recruit staff who are 'resident/settled' workers from the EEA. Where this is not possible the School will ensure that the potential recruit has the right to work in the U.K. Copies of passports and other supporting evidence will be placed on staff files and kept as verification of identity and right to work in the U.K.

APPLICATION AND RECRUITMENT PROCESS EXPLANATORY NOTE

Application Form

- Applications will only be accepted from candidates completing the enclosed Application Form in full. CVs will not be accepted in substitution for completed Application Forms in the absence of good reason.
- Candidates should be aware that all posts in the school involve some degree of responsibility for safeguarding children, although the extent of that responsibility will vary according to the nature of the post. Please see job description for the post.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared.
- The successful applicant will be required to complete an Enhanced Disclosure from the Criminal Records Bureau.
- We will seek references on shortlisted candidates and will approach previous employers for information to verify particular experience or qualifications, before interview.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure. If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues. Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although it may where appropriate answer not applicable if your duties have not brought you into contact with children or young persons.

- You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DfES Children's Safeguarding Operation Unit.

Invitation to Interview

- If you are invited to interview this will be conducted in person and the areas which it will explore will include suitability to work with children.
- All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (eg the original or certified copy of certificates, diplomas etc). Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained from the awarding body.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

Conditional Offer of Appointment: Pre-Appointment Checks

Any offer to a successful candidate will be conditional upon

- receipt of at least two satisfactory references (if these have not already been received)
- verification of identity and qualifications
- a check at DfES List 99 and the Protection of Children Act List as appropriate
- a satisfactory Enhanced CRB Disclosure
- verification of professional status such as GTC registration, QTS Status (where required), NPQH
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the school may require in accordance with statutory guidance.
- verification of medical fitness in accordance with DfES Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training
- satisfactory completion of the probationary period

WARNING

Where a candidate is:

- found to be on DfES List 99 or the Protection of Children Act List, or the CRB disclosure shows s/he has been disqualified from working with children by a Court;
- or

- found to have provided false information in, or in support of, his application; or
- the subject of serious expressions of concern as to his/her suitability to work with children

the facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

EWB / JJ